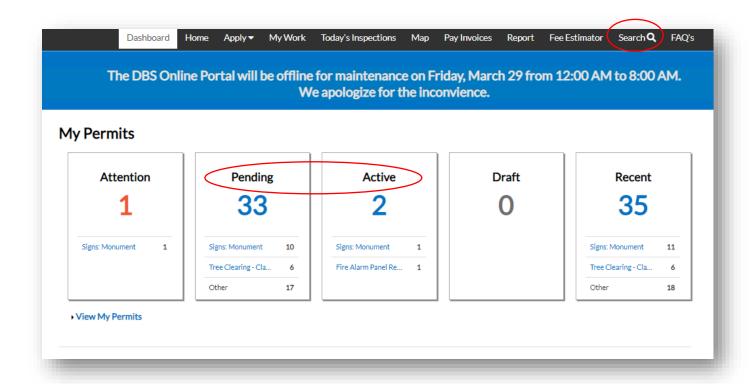
# DBS Online Portal Users Guide

Update contact Information & Pay Invoices

1. Navigate to the permit/plan you wish to update via the search tool or the dashboard.

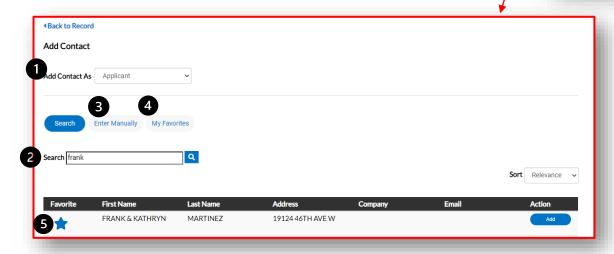


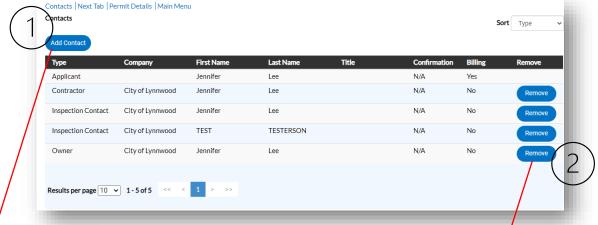
#### 1. Add Contact

- 1. Choose what kind of contact you are adding
- 2. Use search box to search by name, email or company\*
  - Search by email for best results
- 3. Add from your "My Favorites" contact list
- 4. Manually enter a contact if you can't find the one you're looking for\*
- 5. Add contact to your "My Favorites" list for future use\*

### 2. Remove Contact

Confirm the deletion by clicking "Ok" or "Cancel"





Are you sure you want to delete the following contact?

- Jennifer Lee, City of Lynnwood

Ok Cancel

\*Note: Contractors must have a specific contact with their license attached to it-contact <a href="mailto:permits@lynnwoodwa.gov">permits@lynnwoodwa.gov</a> if you cannot find the correct contractor type of contact. We recommend you add it to your "My Favorites" list for future use!

## 1. Log into account

- 1. Choose what kind of contact you are adding
- 2. Use search box to search by name, email or company\*
  - Search by email for best results
- 3. Add from your "My Favorites" contact list
- 4. Manually enter a contact if you can't find the one you're looking for\*
- 5. Add contact to your "My Favorites" list for future use\*

### 2. Remove Contact

1. Confirm the deletion by clicking "Ok" or "Cancel"

